# *User Guide*
# *For Washington State's*
# *Electronic Death Registration System*

**December 2005**

Center for Health Statistics
Field Services
101 Israel Rd SE
Tumwater WA 98501
http://www.doh.wa.gov/EHSPHL/CHS/CHS-Data/main.htm

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# EDRS GENERAL INFORMATION

**Do not** use the Green arrows (back/forward) at the top upper left of screen. If you do, you will lose the demographics typed from that point on.

### *EDRS Help Desk*

**Carrie Holbrook**
(360) 236-4348 – General questions
Email: Carrie.Holbrook@doh.wa.gov

**EDRS email**: EDRS@doh.wa.gov

**Cuu Trinh**
(360) 236-4219 – IT questions
Email: Cuu.Trinh@doh.wa.gov

### *EDRS System Administration*

**Cuu Trinh**
(360) 236-4219
- Assigns **all** Deputy Registrar Roles
- Maintains User Registration Roles

### *Training*

**Carol Armstrong, Manager**
**Field Services**
(360) 236-4320
Email: Carol.Armstrong@doh.wa.gov

Carrie Holbrook
(360) 236-4348

### *Technical & Data Services*

**Ann Lima**
(360) 236-4351
Email: Ann.Lima@doh.wa.gov

### *Statistical Services*

**Philip Freeman, Manager**
(360) 236-4330
Email: Philip.Freeman@doh.wa.gov

**Donella Miller, Nosology**
(360) 236-4331
Email: Donnela.Miller@doh.wa.gov

### *Death Certificate Corrections*

**Sandie Childs**
(360)- 236-4339
Email: Sandie.Childs@doh.wa.gov

**FAX:** (360) 754-4135
**Main Phone Number:** (360) 236-4300

## *Your Local Chief Deputy Registrar*

***Chief Deputy Registrar***

Name _____

Phone _____

Deputy Registrar

_____

Phone _____

Deputy Registrar

_____

Phone _____

Deputy Registrar

_____

Phone _____

.

## FUNERAL HOME

# FUNERAL DIRECTOR INSTRUCTIONS

### *Social Security Administration*

**EDRS SSN Verification Hours**
**For EDRS Users**

When you enter the decedent's Social Security Number on the Electronic Death Registration System, you will need to click on **SSN Verify** to verify the social security number for the decedent. The hours listed below are the hours that the Social Security Administration's (SSA) **Verification** system is on. If you verify the SSN after these hours, you will receive a message that may say **This try timed out**. This means that the SSA system is not on and cannot verify the number. With this in mind, you will need to verify the SSN during the hours listed below.

**Pacific Standard Time**
**Monday thru Friday from 2 am to 10 pm**
**Saturday from 2 am to 8 pm**
**Sunday from 5 am to 7 pm**
**Holidays from 2 am to 8 pm**

It is recommended that the EDRS User stop submitting verifications 15 minutes before SSA shuts down in order for verification requests to be processed.

## FUNERAL HOME

### *Data Entry Information*

**Social Security** – When you do not have the Social Security Number (SSN) at the time you **Start a New Certificate**, you can say the SSN is **Pending**. After you receive the SSN from the family, you must clear out the **Pending** box by selecting **None** before you can enter the SSN. If you do not clear out **Pending**, the proof copy will show **Pending** instead of the SSN.

### OVS SSN Responses

| Response | Code | Explanation |
|---|---|---|
| PASSED | Y | The verification was successful and the information provided resulted in a match. |
| FAILSSN | 1 | The SSN provided is not an established number and has never been issued by SSA. |
| FAILGENDER | 2 | The Name and Date of Birth matches, but the Gender did not. This response message will also be returned if the Genera supplied was "U". |
| FAILDOB | 3 | The Name and Gender matched, but the Date of Birth did not. |
| FAILDOBGENDER | 4 | The Name matched, but the Date of Birth and Gender did not. |
| FAILNAME | 5 | The Name did not match and the Date of Birth and Gender were not checked. This response message will also be returned if the first name supplied was only one character long. This response message will also be returned if the SSN provided belongs to another individual. The EDRS should display a message to the user to 're-check' the decedent name and SSN before re-submitting the SSN verification. |
| AUTHUNAVAIL | U | Unable to perform verification request. System may be down. NOVU return code NEQ'0000'. |
| INVALID | M | The verification request format is invalid. User passed authorization checks, but the request format is invalid. Verification process not initiated. |
| TRANIDERROR | T | Transaction ID error. This response will occur if the Tran ID is not IEDR. |
| BU01LINKFAIL | B | This response will occur if the BU01 fails. |
| CICSWEBEXTFAILS | W | This response will occur if the CICS web commands fail. |
| SYSERROR | | Any response code from the OVS server that is not one of the above. |
| ThisTryTimeout | | No response received from OVS within timeout period. |

## FUNERAL HOME

**Key fields:** SSN, last name, first name, middle name, gender, date of birth.

- *Do not use special keys when entering key fields; e.g., period (.), quotation marks (“), apostrophe (‘). Doing so will cause SSN to reject the key fields.*
- If you change any key fields after verifying the SSN, you will need to verify the SSN again.
- You are allowed to verify up to five (5) times for one record. If you are not able to verify the SSN through EDRS, you will need to send SSA the 721 form.
- If you receive a message **re-Verify**, you will need to check with a family member for the correct social security number. If the SSN is correct, check the other **key fields** and make corrections and click **verify** again. A common error could be with the middle name if an initial is entered instead of the middle name spelled out.
- The key fields must match with the data Social Security has on file for the decedent when they applied for a SSN or made any changes thereafter, such as a legal name change or a woman’s name change by marriage.

## FUNERAL HOME

### *How to Access EDRS*

- Clear out any programs you may be working on before you go into EDRS
- Connect to your internet browser
- Enter the EDRS Address:

***EDRS Practice Site*:** (Use while practicing in the system)

**https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web**

- You may receive a Security Alert message; read the message and click OK.

***EDRS Production Site*:** (Use when entering a **real** death certificate)

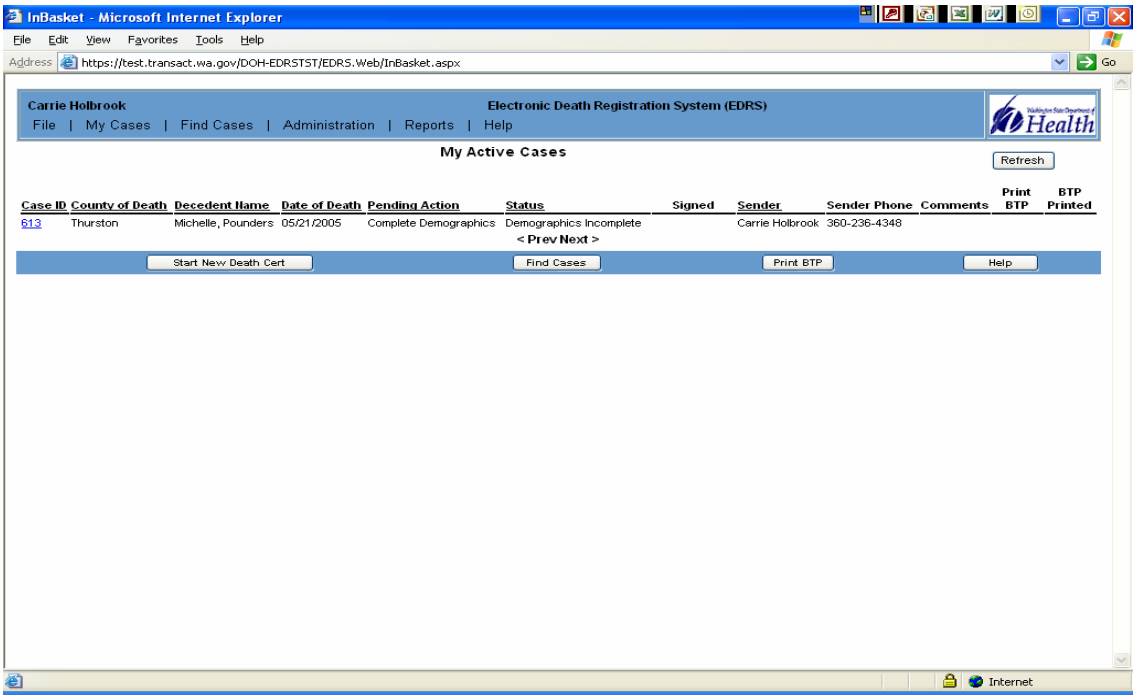
**https://transact.wa.gov/DOH-EDRS/EDRS.Web**

- Select your digital signature from the **Client Authorization** screen
- Click on **OK**
- Login using your **User ID (may automatically appear)** and enter your **Password**. Your User ID is your email address.

## FUNERAL HOME

Use the exact same password you used when you applied for your digital certificate through Digital Signature Trust (DST).

This will bring you to your **EDRS My Active Cases.**



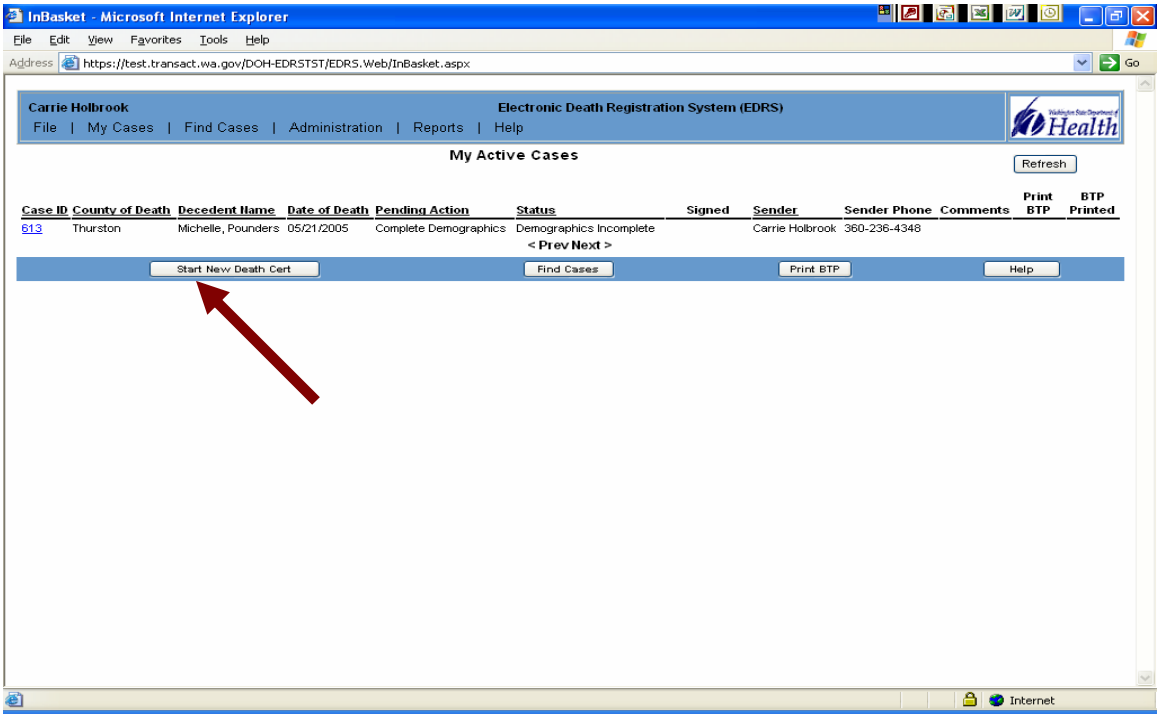

**My Active Cases** screen will show the death certificates that were entered from your facility and the status of each death certificate. ***The funeral director is responsible for following through with the medical certifier and filing the certificate with the local deputy registrar***.

## FUNERAL HOME

### *To Start A New Death Certificate*:

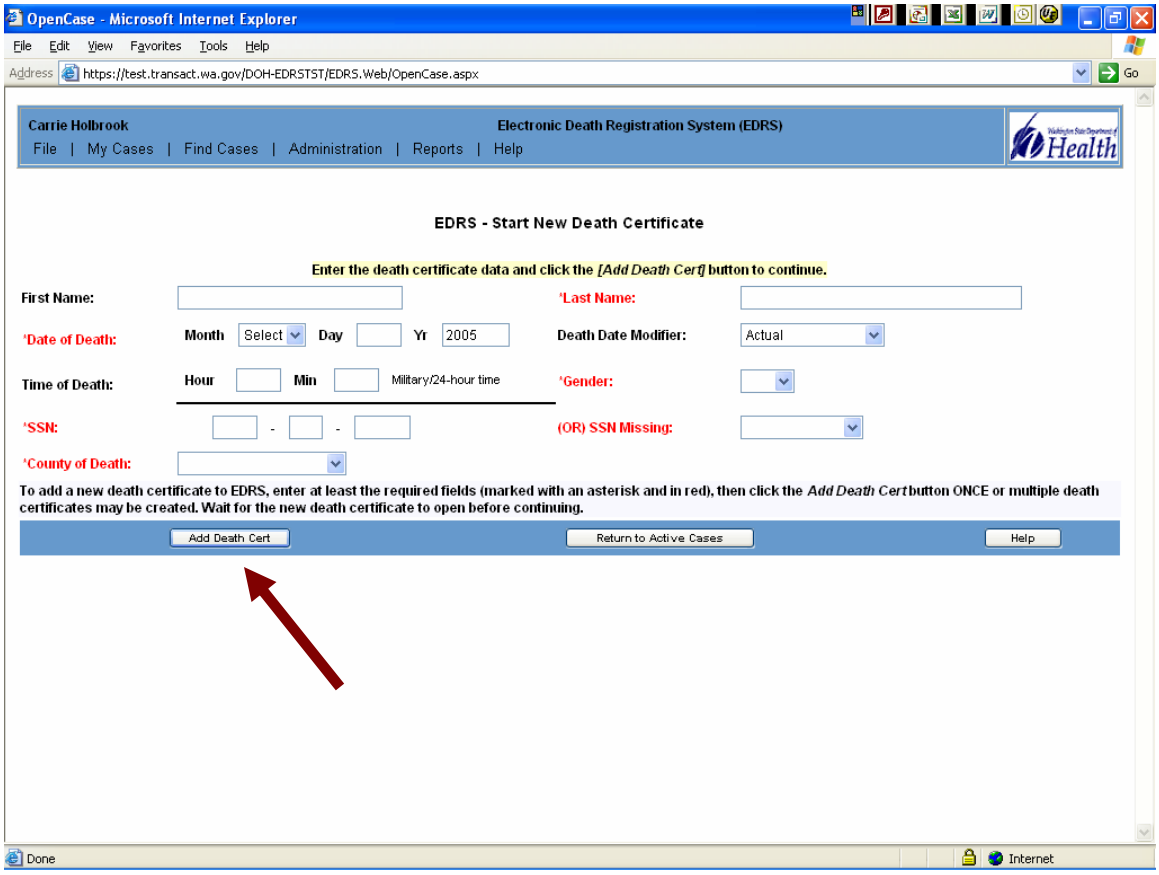
**Do not** use the Green arrows (back/forward) at the top upper left of screen. If you do, you will lose the demographics typed from that point on.

1) A funeral director can start a new certificate by clicking on **Start new death certificate** bar. *Please be patient. Heavy Internet and Network traffic may delay loading the form. You can check the status by looking at the bar across the bottom of your computer screen.*



## FUNERAL HOME

a) Enter basic demographic information, First/Last Name, date of death, gender, SSN or SSN Missing, and county of death. *Do not use special keys when entering key fields; e.g., period (.), quotation marks (“), apostrophe (‘). Doing so will cause the SSN to be rejected.*


OpenCase - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web/OpenCase.aspx
Go
Carrie Holbrook
Electronic Death Registration System (EDRS)
File | My Cases | Find Cases | Administration | Reports | Help
Health
EDRS - Start New Death Certificate
Enter the death certificate data and click the [Add Death Cert] button to continue.
First Name:
*Last Name:
*Date of Death:
Month Select Day Yr 2005
Death Date Modifier: Actual
Time of Death:
Hour Min Military/24-hour time
*Gender:
*SSN:
(OR) SSN Missing:
*County of Death:
To add a new death certificate to EDRS, enter at least the required fields (marked with an asterisk and in red), then click the Add Death Cert button ONCE or multiple death certificates may be created. Wait for the new death certificate to open before continuing.
Add Death Cert
Return to Active Cases
Help
Done
Internet

b) Click on **add death certificate** (saves demographics); you will enter the death certificate wizard (form).
   - If you need to collect more information from the family, click on **Return to Active Cases** (saves demographics entered) in the lower left section of the grey box.
   - Follow “*f*” below if you are ready to route to the **Medical Certifier**.

c) When you have collected more information from the family, in the **Active Cases** screen, click on the **Case ID** of the record you want to complete. Do not sign as funeral director until you have completed all the required information.

d) Complete the demographics and click on the grey death certificate button in the lower left hand side of the screen. The next screen you see will be the death certificate wizard (form).

e) Sign the death certificate form as funeral director when all demographics are completed (see instructions on page 13).

## FUNERAL HOME

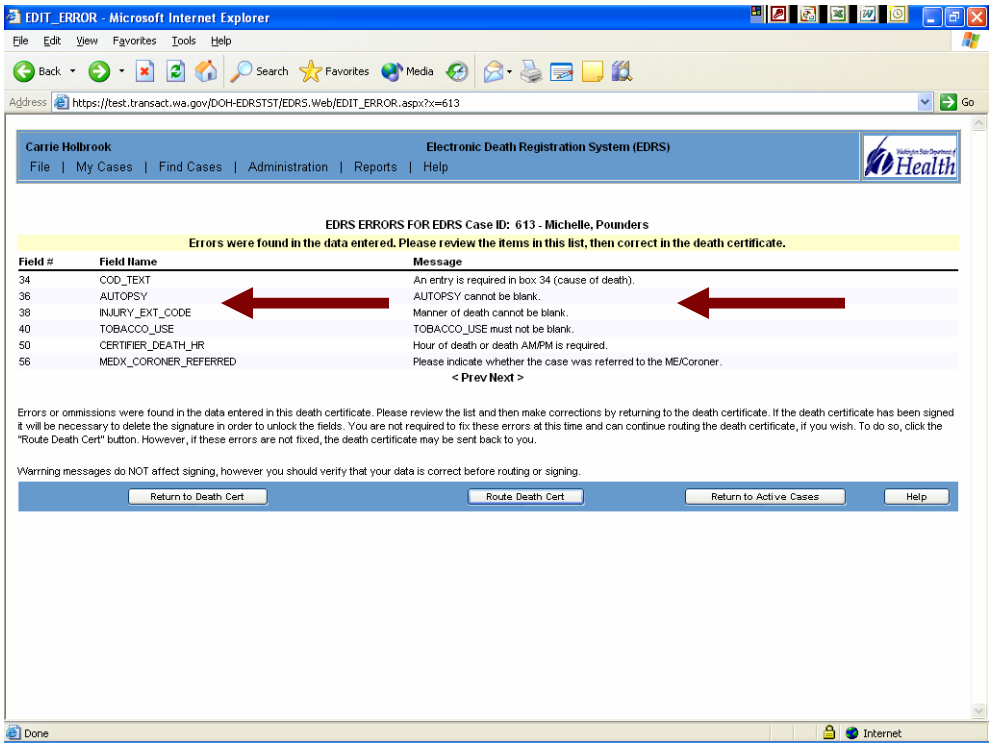
f) Click on **route death certificate**. The next screen may show **Error found in the data entered** (see example below). These errors are incomplete items that need to be completed before you can sign the certificate. You can route the record to a medical certifier, ME or coroner without signing *if* they are an EDRS participant. You will need to complete the items before you file the certificate with the local deputy registrar in the county of death.

g) Select **route death certificate** to **medical certifier** (short delay while loading form). If the medical certifier is <u>not a participant</u> of EDRS, select **Drop to Paper (DPT)** and follow the Drop to paper instructions (see page 14).
Choose one of the following scenarios:

- **Route to the Medical Certifier** who is generally the family physician or the physician last to see the decedent before they died.
- **Route to the Medical Examiner or Coroner** (in the county of death) if the death was a result of an accident (such an auto accident or gunshot wound) or you have reason to believe the ME or Coroner needs to be informed of the case.

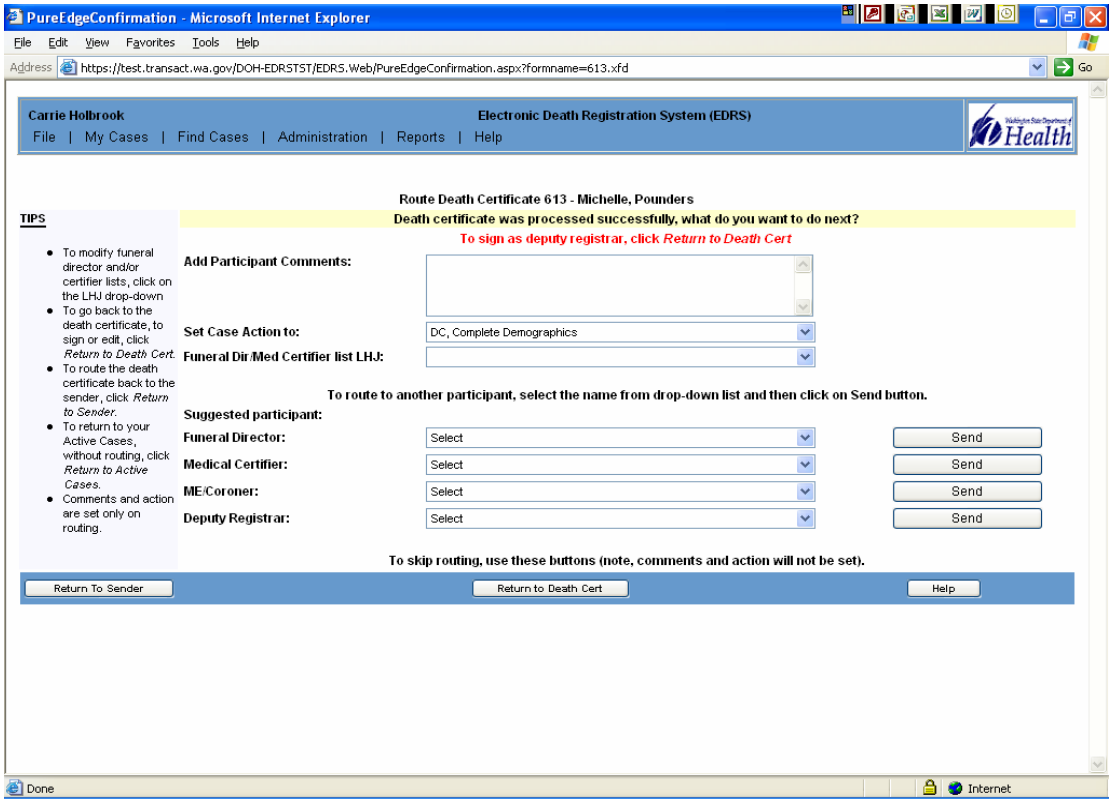
h) You may see a screen for EDRS errors for EDRS Case ID – this probably won't be available until the funeral director interviews the family, so just continue on by selecting route death certificate.

### Sample of EDRS Error Screen


EDIT_ERROR - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web/EDIT_ERROR.aspx?x=613
Go
Carrie Holbrook
Electronic Death Registration System (EDRS)
File | My Cases | Find Cases | Administration | Reports | Help
Health
EDRS ERRORS FOR EDRS Case ID: 613 - Michelle, Pounders
Errors were found in the data entered. Please review the items in this list, then correct in the death certificate.
Field # Field Name Message
34 COD_TEXT An entry is required in box 34 (cause of death).
36 AUTOPSY AUTOPSY cannot be blank.
38 INJURY_EXT_CODE Manner of death cannot be blank.
40 TOBACCO_USE TOBACCO_USE must not be blank.
50 CERTIFIER_DEATH_HR Hour of death or death AM/PM is required.
56 MEDX_CORONER_REFERRED Please indicate whether the case was referred to the ME/Coroner.
< Prev Next >
Errors or ommissions were found in the data entered in this death certificate. Please review the list and then make corrections by returning to the death certificate. If the death certificate has been signed it will be necessary to delete the signature in order to unlock the fields. You are not required to fix these errors at this time and can continue routing the death certificate, if you wish. To do so, click the "Route Death Cert" button. However, if these errors are not fixed, the death certificate may be sent back to you.
Warning messages do NOT affect signing, however you should verify that your data is correct before routing or signing.
Return to Death Cert
Route Death Cert
Return to Active Cases
Help
Done
Internet

## FUNERAL HOME

i) Click on **route death certificate**. This will bring up a screen where you can add a comment and select the next participant. You can add a comment in the comment box if you have a message or comment to give the next participant.


PureEdgeConfirmation - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web/PureEdgeConfirmation.aspx?formname=613.xfd
Go
Carrie Holbrook
Electronic Death Registration System (EDRS)
File | My Cases | Find Cases | Administration | Reports | Help
Health
Route Death Certificate 613 - Michelle, Pounders
Death certificate was processed successfully, what do you want to do next?
To sign as deputy registrar, click Return to Death Cert
TIPS
To modify funeral director and/or certifier lists, click on the LHJ drop-down
To go back to the death certificate, to sign or edit, click Return to Death Cert.
To route the death certificate back to the sender, click Return to Sender.
To return to your Active Cases, without routing, click Return to Active Cases.
Comments and action are set only on routing.
Add Participant Comments:
Set Case Action to:
DC, Complete Demographics
Funeral Dir/Med Certifier list LHJ:
To route to another participant, select the name from drop-down list and then click on Send button.
Suggested participant:
Funeral Director:
Select
Send
Medical Certifier:
Select
Send
ME/Coroner:
Select
Send
Deputy Registrar:
Select
Send
To skip routing, use these buttons (note, comments and action will not be set).
Return To Sender
Return to Death Cert
Help
Done
Internet

j) Select a medical certifier or ME/coroner from the drop down box.

k) Click on **send**. This will take you back to **My active cases**. If you **Return to My Active Cases** you can edit later after you receive more information, and the Funeral Director can send the certificate to the Medical Certifier or ME/Coroner.

2) **Call** the medical certifier ME/coroner to let them know a death certificate is ready to complete.

3) Wait for return email notification from the medical certifier ME/coroner or check my active cases periodically.

4) After receiving email notification, Click on the **case ID number** in the **My Active Cases** screen (short delay while system is loading form).

5) Click on **edit record** and complete demographics (see page 8-9).

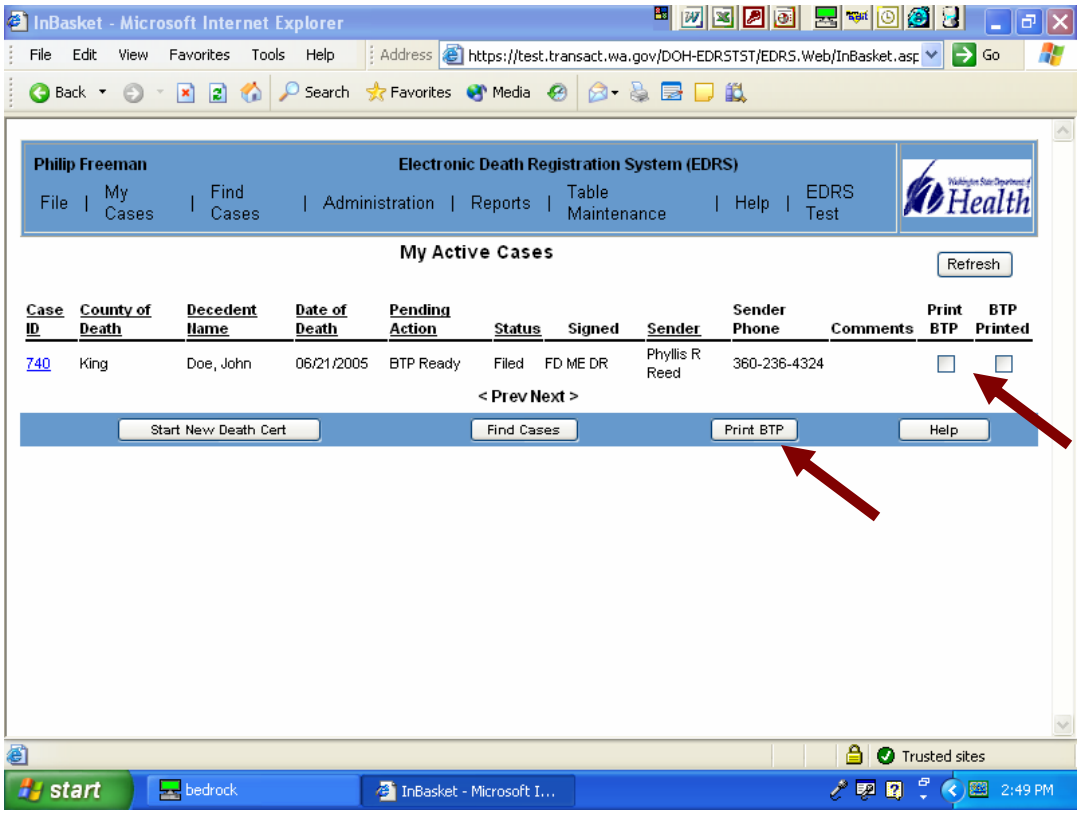
6) At the EDRS death certificate form screen, on Item 33 and **click to sign** button.

7) Select **route death certificate** in upper right-hand corner.

## FUNERAL HOME

8) In the next screen, the Funeral Home will select the deputy registrar in the county of death (if the county of death is a participant of EDRS) and click on send.

9) When the **Burial Transit Permit (BTP)** is ready to print the Funeral Home will receive an email telling them the BTP is ready to print.
   - Go to **My Active Cases**; you'll see the **BTP** column which will have two check boxes (□).
   - Click on the BTP box and then select the BTP grey bar in the middle of the screen to print the BTP.
   - Once you print the burial permit, the BPT box will disappear.
   - Click on the next check box (□) entitled BTP Printed.
   - This box will also disappear.
   - Once you click on the BTP Printed box, you will not be able to print anymore Burial Transit Permits.



## FUNERAL HOME

### *How to Sign and Un-sign a Death Certificate*

**To sign a death certificate**

- Highlight your name and click OK
- Login window will appear
- Enter your password and click OK
- Window will appear with Signature Valid
- Click OK
- Wait for system to process
- Death certificate form will appear.

**To un-sign a death certificate**

- Double click on your name
- Click on delete
- Click OK
- Your typed name will be removed
- Edit record or route to another user
- To resign follow the sign a death certificate instructions.

## FUNERAL HOME

### *Instructions to Drop to Paper*

- If the medical certifier is not a participant of EDRS, start a new death certificate and complete the demographics.
- Click on the **DTP (Drop to Paper)** button and **print** the death certificate.
- You must then take the paper certificate to the medical certifier to certify the cause-of-death and sign. You may then go into EDRS to complete the demographics if you need to add or correct information. Click on the appropriate **Case ID**. Go to the field you need to change. When you have completed the demographics, you (the licensed funeral director) are now ready to sign the certificate.
- Click on **DTP (Drop to Paper) Activate**. This will allow the Deputy Registrar to enter the cause-of-death.
- **Sign the certificate**
    - Highlight your name and click OK
    - Login window will appear
    - Enter your password and click OK
    - Window will appear with Signature Valid
    - Click OK
    - Wait for system to process
    - Death certificate form will appear with your name.
    - Click OK.
- Click on **Route Death Certificate**
- Route the certificate to the Deputy Registrar where the death occurred.
- **Fax** a copy of the paper certificate to the Deputy Registrar so they can enter the cause-of-death to the electronic record you routed to them.
- Mail the original paper death certificate with the doctor's signature to the Deputy Registrar where the death occurred.

# MEDICAL CERTIFIER INSTRUCTIONS:

**PHYSICIANS, PHYSICIAN ASSISTANTS, ADVANCED REGISTERED NURSE PRACTIONER; MEDICAL EXAMINER AND CORONER INSTRUCTIONS**

## *Social Security Administration*

### EDRS SSN Verification Hours
### For EDRS Users

When you enter the decedent's Social Security Number on the Electronic Death Registration System, you will need to click on **SSN Verify** to verify the social security number for the decedent. The hours listed below are the hours that the Social Security Administration's (SSA) **Verification** system is on. If you verify the SSN after these hours, you will receive a message that may say **This try timed out**. This means that the SSA system is not on and cannot verify the number. With this in mind, you will need to verify the SSN during the hours listed below.

**Pacific Standard Time**
- **Monday thru Friday from 2 am to 10 pm**
- **Saturday from 2 am to 8 pm**
- **Sunday from 5 am to 7 pm**
- **Holidays from 2 am to 8 pm**

It is recommended that the EDRS User stop submitting verifications 15 minutes before SSA shuts down in order for verification requests to be processed.

# MEDICAL CERTIFIER

## *Data Entry Information*

**Social Security** – When you do not have the Social Security Number (SSN) at the time you **Start a New Certificate**, you can say the SSN is **Pending**. After you receive the SSN from the family, you must clear out the **Pending** box by selecting **None** before you can enter the SSN. If you do not clear out **Pending**, the proof copy will show **Pending** instead of the SSN.

### OVS SSN Responses

| Response | Code | Explanation |
|---|---|---|
| PASSED | Y | The verification was successful and the information provided resulted in a match. |
| FAILSSN | 1 | The SSN provided is not an established number and has never been issued by SSA. |
| FAILGENDER | 2 | The Name and Date of Birth matches, but the Gender did not. This response message will also be returned if the Genera supplied was "U". |
| FAILDOB | 3 | The Name and Gender matched, but the Date of Birth did not. |
| FAILDOBGENDER | 4 | The Name matched, but the Date of Birth and Gender did not. |
| FAILNAME | 5 | The Name did not match and the Date of Birth and Gender were not checked. This response message will also be returned if the first name supplied was only one character long. This response message will also be returned if the SSN provided belongs to another individual. The EDRS should display a message to the user to 're-check' the decedent name and SSN before re-submitting the SSN verification. |
| AUTHUNAVAIL | U | Unable to perform verification request. System may be down. NOVU return code NEQ'0000'. |
| INVALID | M | The verification request format is invalid. User passed authorization checks, but the request format is invalid. Verification process not initiated. |
| TRANIDERROR | T | Transaction ID error. This response will occur if the Tran ID is not IEDR. |
| BU01LINKFAIL | B | This response will occur if the BU01 fails. |
| CICSWEBEXTFAILS | W | This response will occur if the CICS web commands fail. |
| SYSERROR | | Any response code from the OVS server that is not one of the above. |
| ThisTryTimeout | | No response received from OVS within timeout period. |

## MEDICAL CERTIFIER

**Key fields:** SSN, last name, first name, middle name, gender, date of birth.

- *Do not use special keys when entering key fields; e.g., period (.), quotation marks (“), apostrophe (‘). Doing so will cause the SSN to be rejected.*
- If you change any key fields after verifying the SSN, you will need to verify the SSN again.
- You are allowed to verify up to five (5) times for one record.
- If you receive a message **re-Verify**, you will need to check with a family member for the correct social security number. If the SSN is correct, check the other **key fields** and make corrections and click **verify** again. A common error could be with the middle name if an initial is entered instead of the middle name spelled out.
- The key fields must match with the data Social Security has on file for the decedent when they applied for a SSN or made any changes thereafter, such as a legal name change or a woman’s name change by marriage.

## MEDICAL CERTIFIER

You will receive a phone call and email notification that a death certificate is ready for you to add the cause of death and sign the death certificate.

**Do not** use the Green arrows (back/forward) at the top upper left of screen. If you do, you will lose the demographics typed from that point on.

### *How to Access EDRS*

- Connect to your internet browser
- Enter the EDRS Address:

***EDRS Practice Site*:** (Use while testing the system)

**https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web**

- You may receive a Security Alert message; read the message and click OK.

***EDRS Production Site*:** (Use when entering a **real** death certificate)

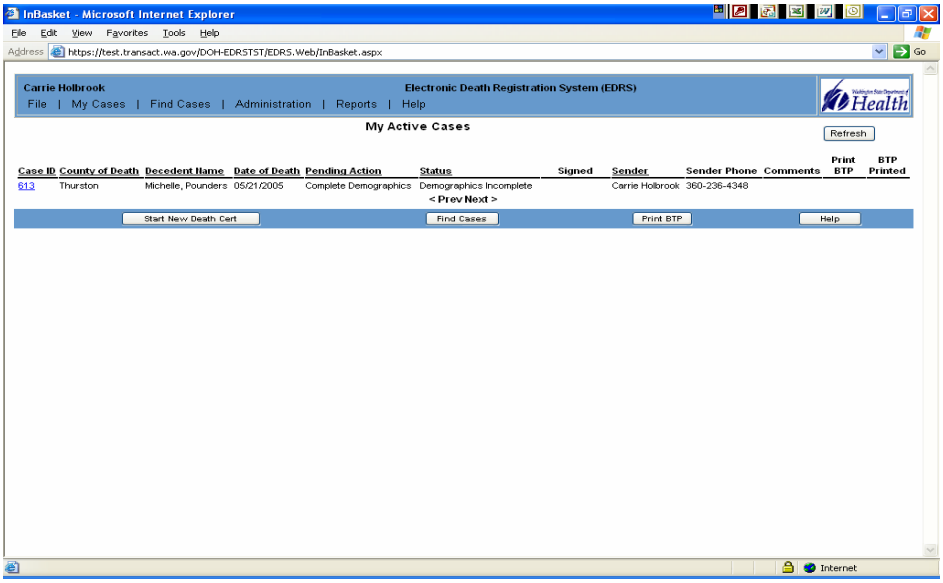
**https://transact.wa.gov/DOH-EDRS/EDRS.Web**

- Select your digital signature from the **Client Authorization** screen"
- Click on **OK**
- Login using your **User ID (may automatically appear)** and enter your **Password**

## MEDICAL CERTIFIER

Use the exact same password you used when you applied for your digital certificate through Digital Signature Trust (DST).

This will bring you to your **EDRS My Active Cases.**




**My Active Cases** screen will show the death certificates that were routed to your facility and the status of each death certificate. The funeral director is responsible for following through with you and filing the certificate with the local deputy registrar.

1. Select the 'case ID' by clicking on the number (this will open the death certificate form). *Please be patient. Heavy Internet and Network traffic may delay loading the form. You can check the status by looking at the bar across the bottom of your computer screen.*

2. Click on **edit record**

3. Click on **cause of death** (Items 34-38) bar located to left of screen and complete cause of death entries (short delay while system loading form)

4. Click on **Edit COD** button (a pop up window may ask you for more information on COD); enter the additional information. If you have no underlying cause, the system will ask you if you intend to enter this cause. You will need to answer one of the buttons yes, no or force before you can continue. When you mark "force" it means that you have given the "best information available".

5. Click on the **Save Changes** button.

6. The next screen will say (in **red** letters) **Causes of Death Saved**

7. Click on **cause of death** (Items 39 – 47) bar located to left of screen and complete cause of death Items 34 – 56)
   - Complete Item 39 for females
   - Complete Item 40 for tobacco use

8. Items 48a (physician) and 48b (ME/coroner) are the certifiers signature field. Item 49 is automatically filled in by the EDRS based on the certifier's name and address in the DST (Digital Signature Trust) digital certificate registry.

9. Click on **cause of death** (Items 50-56) on bar located to left of screen and complete cause of death.

10. Click on the **death certificate** bar located to left of screen; this brings up the death certificate form (short delay while system loads forms).

11. Click on the **click on the to sign** grey bar in either Item 48a or 48b (see page 14 for instructions on how to sign and un-sign a certificate)

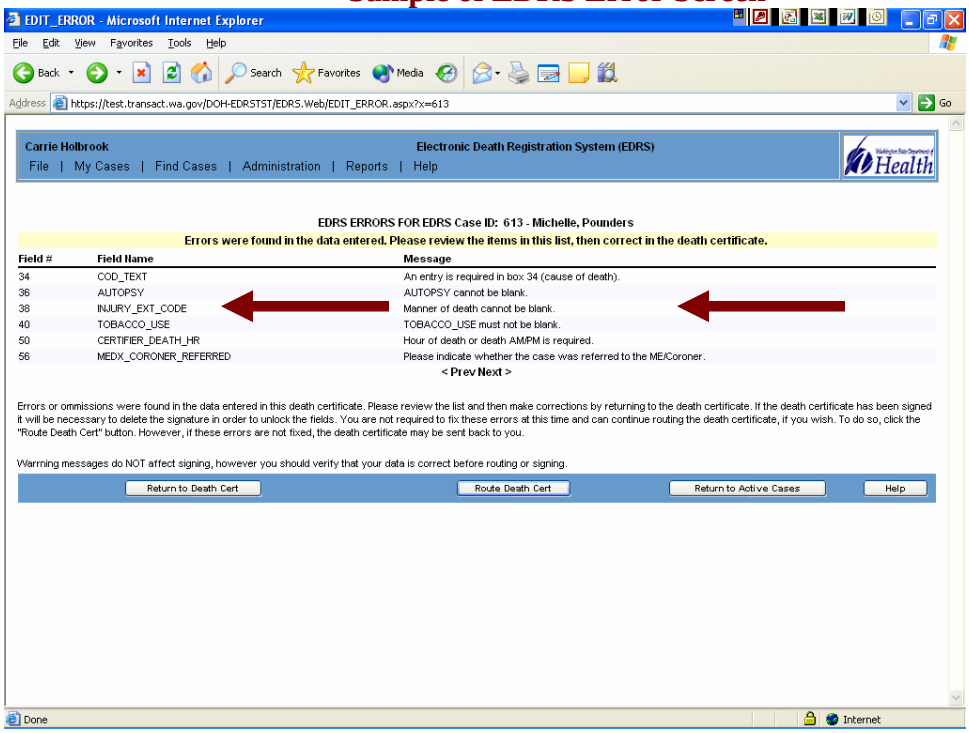
12. The **Login** window will appear

13. Enter your **password**

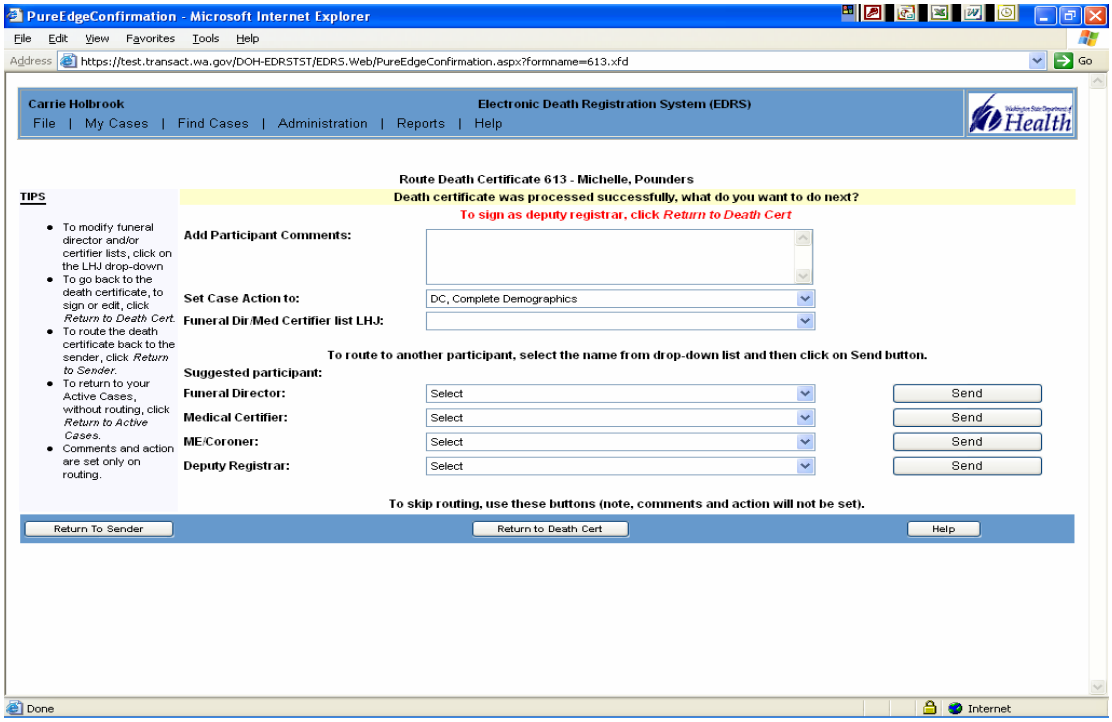
14. Click on **OK** – your typed name will appear in the either Item 48a or 48b signature box.

15. Click on **route death certificate** and the routing page will appear.
    - You may receive an error screen (see below)
    - Click on **return to death cert**
    - You will need to un-sign the certificate
        - Double click on your name
        - Click on **delete**
        - Click on OK
    - Click on **edit record**
    - Complete the missing items that appeared on your error screen.
    - Click on grey death certificate bar on left
    - Click on signature and sign (see page 23)
    - Click on route and follow #16.

**Sample of EDRS Error Screen**


EDIT_ERROR - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web/EDIT_ERROR.aspx?x=613
Go
Carrie Holbrook
Electronic Death Registration System (EDRS)
File | My Cases | Find Cases | Administration | Reports | Help
Health
EDRS ERRORS FOR EDRS Case ID: 613 - Michelle, Pounders
Errors were found in the data entered. Please review the items in this list, then correct in the death certificate.
Field # Field Name Message
34 COD_TEXT An entry is required in box 34 (cause of death).
36 AUTOPSY AUTOPSY cannot be blank.
38 INJURY_EXT_CODE Manner of death cannot be blank.
40 TOBACCO_USE TOBACCO_USE must not be blank.
50 CERTIFIER_DEATH_HR Hour of death or death AM/PM is required.
56 MEDX_CORONER_REFERRED Please indicate whether the case was referred to the ME/Coroner.
< Prev Next >
Errors or ommissions were found in the data entered in this death certificate. Please review the list and then make corrections by returning to the death certificate. If the death certificate has been signed it will be necessary to delete the signature in order to unlock the fields. You are not required to fix these errors at this time and can continue routing the death certificate, if you wish. To do so, click the "Route Death Cert" button. However, if these errors are not fixed, the death certificate may be sent back to you.
Warning messages do NOT affect signing, however you should verify that your data is correct before routing or signing.
Return to Death Cert
Route Death Cert
Return to Active Cases
Help
Done
Internet

16. Select the correct funeral home to return the death certificate; click on **Send**. If the funeral director has already signed the certificate, select the deputy registrar in the county of death; click on **Send**.


PureEdgeConfirmation - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web/PureEdgeConfirmation.aspx?formname=613.xfd
Go
Carrie Holbrook
Electronic Death Registration System (EDRS)
File | My Cases | Find Cases | Administration | Reports | Help
Health
Route Death Certificate 613 - Michelle, Pounders
Death certificate was processed successfully, what do you want to do next?
To sign as deputy registrar, click Return to Death Cert
TIPS
To modify funeral director and/or certifier lists, click on the LHJ drop-down
To go back to the death certificate, to sign or edit, click Return to Death Cert.
To route the death certificate back to the sender, click Return to Sender.
To return to your Active Cases, without routing, click Return to Active Cases.
Comments and action are set only on routing.
Add Participant Comments:
Set Case Action to:
DC, Complete Demographics
Funeral Dir/Med Certifier list LHJ:
To route to another participant, select the name from drop-down list and then click on Send button.
Suggested participant:
Funeral Director:
Select
Send
Medical Certifier:
Select
Send
ME/Coroner:
Select
Send
Deputy Registrar:
Select
Send
To skip routing, use these buttons (note, comments and action will not be set).
Return To Sender
Return to Death Cert
Help
Done
Internet

17. You'll return to **My Active Cases** and the case you worked on will be under **My Sent Cases.**

# MEDICAL CERTIFIER

## *How to Sign and Un-sign a Death Certificate*

**To sign a death certificate**

- Highlight your name and click OK
- Login window will appear
- Enter your password and click OK
- Window will appear with Signature Valid
- Click OK
- Wait for system to process
- Death certificate form will appear.

**To un-sign a death certificate**

- Double click on your name
- Click on delete
- Click OK
- Your name will be removed
- Edit record or route to another user
- To resign follow the sign a death certificate instructions.

# LOCAL DEPUTY REGISTRAR

## LOCAL DEPUTY REGISTRAR INSTRUCTIONS

### *How to Access EDRS for the First Time*

- Connect to your internet browser
- Enter the EDRS Address:

***EDRS Practice Site*:** (Use while practicing in the system)

**https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web**

- You may receive a Security Alert message; read the message and click OK.

***EDRS Production Site*:** (Use when entering a **real** death certificate)

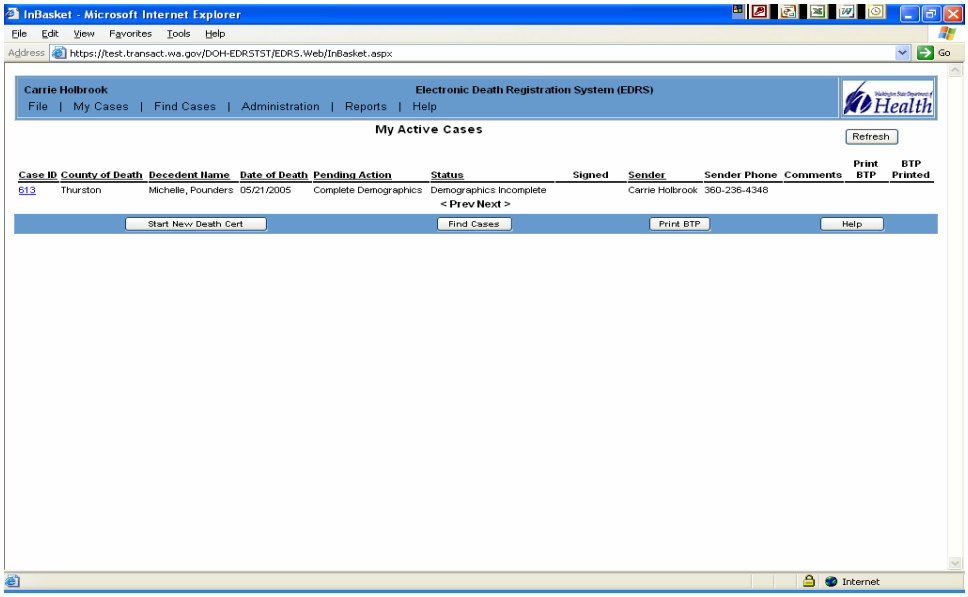
**https://transact.wa.gov/DOH-EDRS/EDRS.Web**

- Select your digital signature from the **Client Authorization** screen
- Click on **OK**
- Login using your **User ID (may automatically appear)** and enter your **Password**. Your User ID is your email address.

# LOCAL DEPUTY REGISTRAR

Use the exact same password you used when you applied for your digital certificate through Digital Signature Trust (DST).

This will bring you to your **EDRS My Active Cases.**




**My Active Cases** screen for local registrars in each county will show all the death certificates that were filed in your county.

After you have entered the EDRS web address in favorites you may use the following steps.

## LOCAL DEPUTY REGISTRAR

**Do not** use the Green arrows (back/forward) at the top upper left of screen. If you do, you will lose the demographics typed from that point on.

1) Select the **case ID** by clicking on the number (this will open the death certificate form). *Please be patient. Heavy Internet and Network traffic may delay loading the form. You can check the status by looking at the bar across the bottom of your computer screen.*

2) Review the death certificate for completion.

3) If errors are found, return to the funeral home or medical certifier by selecting the grey bar at the top right of the screen–**route death certificate.**

4) This step takes you to routing screen. Select the middle grey bar that says **return to sender** (places the death certificate in your **My Sent Cases**)
   a) Wait for an email notification for a second review of the death certificate. This case will appear on your **My Active Cases** screen.
   b) Click on the **Case ID** number and the death certificate form will appear after a short delay. Review all items for completeness.

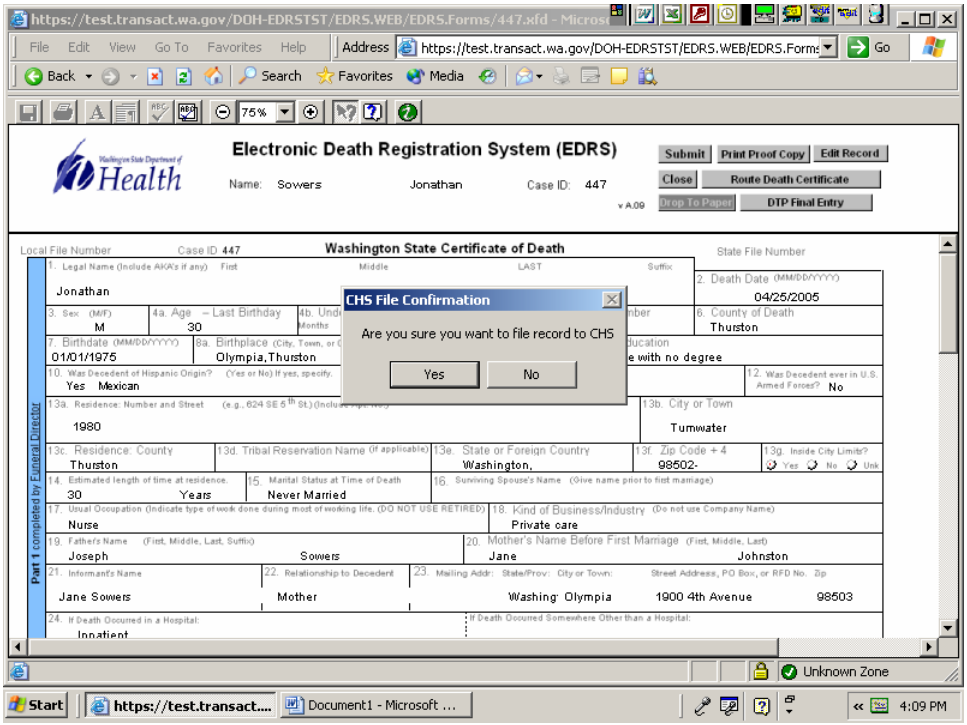
5) Click on **edit record** and enter the **local file number** at the top middle of the death certificate.

6) Early Notification of Childhood Death (ENCD) – Enter the information for a child death into the EDRS for a child 17 years or younger has died.

7) If the death certificate is complete, click on Item 57 and **click** to sign the death certificate.

8) Click on the grey **submit** button at the top upper right of screen and a window appears asking for confirmation to send to CHS (see below).
   i) Click on Yes
   ii) The death certificate is now filed with CHS
   iii) All corrections from this point need to be made with CHS staff.

# LOCAL DEPUTY REGISTRAR




### *Drop-to-Paper Instructions for Deputy Registrar when Entering Cause-of-Death*

### *How to Access EDRS*

- Connect to your internet browser
- Enter the EDRS Address:

***EDRS Practice Site*:** (Use while practicing in the system)

**https://test.transact.wa.gov/DOH-EDRSTST/EDRS.Web**

- You may receive a Security Alert message; read the message and click OK.

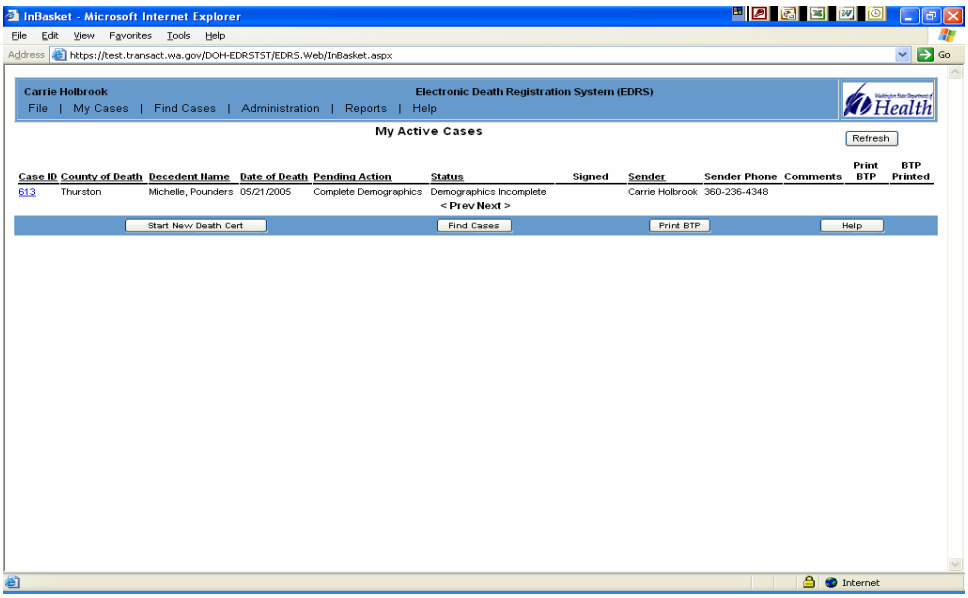
***EDRS Production Site*:** (Use when entering a **real** death certificate)

**https://transact.wa.gov/DOH-EDRS/EDRS.Web**

- Select your digital signature from the **Client Authorization** screen
- Click on **OK**
- Login using your **User ID (may automatically appear)**
- Enter your **Password**. Your User ID is your email address.

Use the exact same password you used when you applied for your digital certificate through Digital Signature Trust (DST).

This will bring you to your **EDRS My Active Cases.**



## LOCAL DEPUTY REGISTRAR

**My Active Cases** screen for local registrars in each county will show all the death certificates that were filed in your county.

After you have entered the EDRS web address in favorites you may use the following steps.

**Do not** use the Green arrows (back/forward) at the top upper left of screen. If you do, you will lose the demographics typed from that point on.

1) Click on the **case ID** number you wish to review (this will open the death certificate form). *Please be patient. Heavy Internet and Network traffic may delay loading the form. You can check the status by looking at the bar across the bottom of your computer screen.*

2) Click on **edit record**

3) Click on cause-of-death (Items 34 – 38) bar located to left of screen. Enter the cause-of-death.

4) Click on **Edit COD** button. If a pop up window asks you for more information call the physician and enter additional information.

5) Click on the **Save changes** button.

6) The next screen in say (in **red** letter) **Causes of Death Saved**.

7) Click on **cause of death** (Items 39 – 47) bar located to left of screen and complete cause of death Items 34 – 56
   - Complete Item 39 for females
   - Complete Item 40 for tobacco use
   - Click on **cause of death** (Items 50 – 56) on bar located to left of screen and complete.

8) Enter the physicians name in Item 48a. Enter their address in Item 49.

9) Click on the **death certificate** bar located to left of screen; this brings up the death certificate form (short delay while system load form).

10) Review all items for completeness.

12) Enter the **local file number** at the top middle of the death certificate if you are numbering EDRS certificates.

13) Early Notification of Childhood Death (ENCD) – Enter the information for a child death into the EDRS for a child 17 years or younger who has died.

14) If the death certificate is complete, click on Item 57 and **click** to sign the death certificate.

15) Click on the grey **submit** button at the top upper right of the screen and a window appears asking for confirmation to send to CHS (see below).

   a. Click on Yes.
   b. The death certificate is now filed with CHS.
   c. All corrections for this point need to be made with CHS staff.

### *How to Void a Death Certificate*

- Locate the certificate that has not been sent to the Center for Health Statistics (CHS) that you want to void.
- Call or email the CHS System Administrator to void the certificate and provide the following: *1. Case ID basic identifiers and 2. Reason for voiding the record*.
- Add the reason for voiding the record in the **permanent comment field** located at the bottom of the last cause of death field.
- The CHS System Administrator verifies that the case ID matches the basic identifiers and uses Enterprise Manager to change the status to **Void**.
- The Local Registrar opens **Find Cases** and searches for the record by selecting **Status** and then selects **Void** (Case ID is listed with **Void** status).
- CHS staff will search the next extract file that is created for the voided record. The final step is for CHS staff to check the record in Netterm to see if it has been voided there. If it is not already voided, they will void the record.

# LOCAL DEPUTY REGISTRAR

## *How to Sign and Un-sign a Death Certificate*

**To sign a death certificate**

- Highlight your name and click OK
- Login window will appear
- Enter your password and click OK
- Window will appear with Signature Valid
- Click OK
- Wait for system to process
- Death certificate form will appear.

**To un-sign a death certificate**

- Double click on your name
- Click on delete
- Click OK
- Your name will be removed
- Edit record or route to another user
- To resign follow the sign a death certificate instructions.

# APPENDCIES

## *Data Dictionary for Extract from EDRS Case Search*

| Order in File | Field Name | Box No. | Description |
|---|---|---|---|
| 1 | CASE_ID | 00 | Unique EDRS number assigned to the case. |
| 2 | CERT_NUM | 00 | Unique state certificate number. |
| 3 | CNTY_FILE_NUM | 00 | Local file number assigned to the case. |
| 4 | RECORD_STATUS | 00 | Code to describe the status of record in EDRS. Code values may be:<br>1 = Demographics incomplete<br>2 = Demographics signed<br>3 = Cause of death incomplete<br>4 = Cause of death signed<br>5 = ME/Coroner incomplete<br>6 = ME/Coroner signed<br>7 = Registrar approved<br>8 = Registrar started<br>9 = Filed<br>10 = Dropped to paper |
| 5 | PERSON_LAST_NAME | 01 | Decedent's last name. |
| 6 | PERSON_FIRST_NAME | 01 | Decedent's first name. |
| 7 | PERSON_MIDDLE_NAME | 01 | Decedent's middle name. |
| 8 | PERSON_SUFFIX | 01 | Decedent's name suffix. |
| 9 | SEX | 03 | Sex of the decedent. Values may be:<br>M = Male<br>F = Female<br>U = Unknown |
| 10 | PERSON_DOB | 07 | Decedent's date of birth in format MM/DD/YYYY. Values of '99' indicate unknowns. |
| 11 | AGE_PRIMARY | 04 | Age of the decedent at time of death. The units are defined in separate field AGE_PRIMARY_UNIT. Values of 999 are used for unknown ages. |
| 12 | AGE_PRIMARY_UNIT | 04 | Type of units of age of the decedent at time of death.<br>0 = Age in years less than 100<br>1 = Age in years 100-199<br>2 = Age in months<br>4 = Age in days<br>5 = Age in hours<br>6 = Age in minutes<br>9 = Not reported |
| 13 | AGE_SECONDARY | 04 | Secondary age of the decedent at time of death, if more than one is reported. The first digit identifies type of age units. The last two digits identify the number of age units. Type of age units values may be:<br>0 = Age in years less than 100<br>1 = Age in years 100-199<br>2 = Age in months<br>4 = Age in days<br>5 = Age in hours<br>6 = Age in minutes |

## *Data Dictionary for Extract from EDRS Case Search*

| Order in File | Field Name | Box No. | Description |
|---|---|---|---|
| 14 | DATE_OF_DEATH | 02 | Date of death in MM/DD/YYYY format. |
| 15 | DATE_OF_DEATH_MODIFIER | 02 | Describes how the date of death was determined. Values may be:<br>A = Actual<br>P = Presumed<br>C = Court determined<br>F = Found |
| 16 | PERSON_SSN | 05 | Social security number of the decedent. Values of '999999999' indicate an unknown value. |
| 17 | EVENT_PLACE_TYPE | 24 | Code for the place where death occurred. Code values may be:<br>0 = Home<br>1 = Other place<br>2 = In transport<br>3 = Emergency room<br>4 = Hospital (inpatient)<br>5 = Nursing home<br>7 = Hospice<br>9 = Unknown |
| 18 | EVENT_PLACE_NAME | 25 | Facility name of the place where death occurred. |
| 19 | DEATH_STREET | 25 | Street address of place where death occurred. |
| 20 | DEATH_CITY_NAME | 26a | City where death occurred. |
| 21 | DEATH_COUNTY_NAME | 06 | County where the death occurred. |
| 22 | DEATH_STATE_NAME | 26b | State where death occurred. |
| 23 | DEATH_ZIP_CODE | 27 | Zip code of the place where death occurred. |
| 24 | DEATH_CERTIFIER_CLASS | 53 | Code used to identify the classification of the certifier. Codes values may be:<br>1 = Physician<br>2 = Medical examiner or coroner<br>3 = Osteopath<br>4 = Chiropractor<br>6 = Physician's Assistant (PAC)<br>7 = Nurse Practitioner or ARNP<br>9 = Unknown |
| 25 | CERTIFIER_NAME_ADDRESS | 49 | Name and address of medical certifier. |
| 26 | CERTIFIER_SIGNED_DATE | | Date the medical certifier signed the death certificate in format MM/DD/YYYY. |
| 27 | CERTIFIER_DEATH_HR | 50 | Time when the death occurred in 24-hour military time (0001-2400). Values of 9999 indicate unknown. |
| 28 | CERTIFIER_DEATH_HR_AM_PM | 50 | The time when the death occurred. This field will only contain an entry if AM ("A") or PM ("P") was reported, but the specific hour of death was not given. |

## *Data Dictionary for Extract from EDRS Case Search*

| Order in File | Field Name | Box No. | Description |
|---|---|---|---|
| 29 | DEATH_ATTENDENT_CLASS | 51 | Code used to identify the classification of the attendant at death (if not the same as the certifier). Codes values may be:<br>1 = Physician<br>2 = Medical examiner or coroner<br>3 = Osteopath<br>4 = Chiropractor<br>6 = Physician's Assistant (PAC)<br>7 = Nurse Practitioner or ARNP<br>9 = Unknown |
| 30 | ATTENDANT_FIRST_NAME | 51 | Attendant's first name. |
| 31 | ATTENDANT_LAST_NAME | 51 | Attendant's last name. |
| 32 | FUNERAL_HOME_NAME | 31 | Name of the funeral home. |
| 33 | FUNERAL_DIRECTOR_FIRST_NAME | 33 | Funeral director's first name. |
| 34 | FUNERAL_DIRECTOR_LAST_NAME | 33 | Funeral director's last name. |
| 35 | FUNERAL_SIGNED_DATE | 00 | Date the funeral director signed the death certificate in format MM/DD/YYYYY. |
| 36 | AUTOPSY | 36 | A code used to indicate whether or not an autopsy was performed. Code values may be:<br>1 = Yes, an autopsy was performed<br>2 = No, an autopsy was not performed<br>9 = Unknown |
| 37 | AUTOPSY_AVAILABLE | 37 | A code used to indicate whether or not autopsy results were available at the time the death was certified. Code values may be:<br>1 = Yes, autopsy results were available<br>2 = No, autopsy results were not available<br>9 = Unknown |
| 38 | INJURY_EXT_CODE | 38 | A code used to indicate the manner of death. Code values may be:<br>1 = Natural<br>2 = Accident<br>3 = Suicide<br>4 = Homicide<br>5 = Undetermined<br>6 = Pending |
| 39 | ARMED_FORCES_CODE | 12 | A code to indicate whether or not the deceased served in the United States Armed Forces. Code values may be:<br>1 = Yes, the deceased served in the U.S. Armed Forces<br>2 = No, the deceased did not serve in the U.S. Armed Forces<br>9 = Unknown |
| 40 | REGISTRAR_FIRST_NAME | 57 | Last name of Local Registrar. |
| 41 | REGISTRAR_LAST_NAME | 57 | First name of Local Registrar. |
| 42 | CNTY_REGISTRAR_SIGNED_DATE | 58 | Date the Local Registrar signed the death certificate in format MM/DD/YYYY. |

## *Data Dictionary for Extract from EDRS Case Search*

| Order in File | Field Name | Box No. | Description |
|---|---|---|---|
| 43 | EDUC | 09 | A numeric value representing the highest education level attained by the decedent. Possible values are:<br>1 = 8th grade or less<br>2 = 9th-12th with no diploma<br>3 = High school grad or GED<br>4 = Some college but no degree<br>5 = Associate degree<br>6 = Bachelor's degree<br>7 = Master's degree<br>8 = Doctorate or Professional degree<br>9 = Unknown |
| 44 | EDUC_LE_8TH | 09 | Indicates the actual years of decedent's education if 8th grade or less is reported. Values will be 0-8 or 9=unknown. |
| 45 | PREGNANCY_STATUS | 39 | A code value providing information on the pregnancy status of the deceased woman. Values may be:<br>1 = Not pregnant within the past year<br>2 = Pregnant at the time of death<br>3 = Not pregnant, but pregnant within 42 days of death<br>4 = Not pregnant, but pregnant 43 days to 1 year before death<br>8 = Not applicable<br>9 = Unknown |
| 46 | DISP_DATE | 32 | Date the disposition occurred in MM/DD/YYYYY format. |
| 47 | DISP_TYPE | 28 | A code used to describe the type of disposition of the remains of the decedent. Code values may be:<br>1 = Burial<br>2 = Cremation<br>3 = Removal<br>4 = Medical research<br>5 = Body not recovered<br>6 = Entombment<br>7 = Other<br>9 = Unknown |
| 48 | DISP_TYPE_OTHER_LITERAL | 28 | Place of disposition literal specified if the disposition type is 'Other.' |
| 49 | DISP_PLACE_NAME | 29 | Name of the place of disposition. |
| 50 | DISP_PLACE_CITY | 30 | City or town of disposition. |
| 51 | DISP_PLACE_STATE | 30 | State of disposition. |
| 52 | DISP_PLACE_COUNTRY | 30 | Country of disposition. |
| 53 | MEDX_CORONER_CERTiFIER_LICENSE | 54 | License number of the certifier of cause-of-death. |
| 54 | MEDX_CORONER_FIRST_NAME | 48b | First name of coroner/medical examiner. |
| 55 | MEDX_CORONER_LAST_NAME | 48b | Last name of coroner/medical examiner. |

## *Data Dictionary for Extract from EDRS Case Search*

| Order in File | Field Name | Box No. | Description |
|---|---|---|---|
| 56 | MEDX_CORONER_REFERRED | 56 | A code to identify whether the death was referred to a medical examiner or coroner. Code values may be:<br>1 = Yes, the death was referred<br>2 = No, the death was not referred<br>9 = Unknown |
| 57 | MEDX_CORONER_FILE_NUMBER | 55 | File number assigned by the medical/coroner examiner. |
| 58 | MEDX_CORONER_SIGNED_DATE | 52 | Date the coroner or medical examiner signed the death certificate in format MM/DD/YYYY. |
| 59 | MARTIAL_STATUS | 15 | A code used to identify the marital status of the deceased. Code values may be:<br>1 = Never married<br>2 = Married<br>3 = Divorced<br>4 = Windowed<br>5 = Separated<br>9 = Unknown |
| 60 | SURVIVING_SPOUSE_NAME | 16 | Name of person identified as the surviving spouse. |
| 61 | NFORMANT_NAME | 21 | Name of the informant. |
| 62 | NFORMANT_RELATIONSHIP | 22 | Relationship of the informant to the decedent. |
| 63 | INFORMANT_ADDRESS | 23 | Mailing address of the informant. |
| 64 | OCCUP_LITERAL | 17 | Occupation of decedent. |
| 65 | INDUSTRY_LITERAL | 18 | Industry of decedent. |
| 66 | TOBACCO_USE | 40 | A code used to answer the question "Did tobacco use contribute to death?" Values may be:<br>1 = Yes<br>2 = No<br>7 = Probably<br>9 = Unknown |
| 67 | RCVD_BY_STATE | 00 | Date the record was added to the state database in format MM/DD/YYYY. |
| 68 | RACE_WHITE | 11 | Decedent race of white. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 69 | RACE_BLACK_OR_AFRICAN_AMERICAN | 11 | Decedent race of Black or African American. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 70 | RACE_AMERICAN_OR_ALASKAN_NATIVE | 11 | Decedent race of American Indian or Alaska Native. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 71 | RACE_TRIBE_LIT_1RACE_TRIBE_LIT_1 | 11 | First decedent's tribal literal specified if the "Native American' category is 'Yes.' |
| 72 | RACE_TRIBE_LIT_1RACE_TRIBE_LIT_2 | 11 | Second decedent's tribal literal specified if the "Native American' category is 'Yes.' |
| 73 | RACE_ASIAN_INDIAN | 11 | Decedent race of Asian Indian. Values will be:<br>Y = Yes; N = No; U = Unknown. |

## *Data Dictionary for Extract from EDRS Case Search*

| Order in File | Field Name | Box No. | Description |
|---|---|---|---|
| 74 | RACE_CHINESE | 11 | Decedent race of Chinese. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 75 | RACE_FILIPINO | 11 | Decedent race of Filipino. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 76 | RACE_JAPANESE | 11 | Decedent race of Japanese. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 77 | RACE_KOREAN | 11 | Decedent race of Korean. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 78 | RACE_VIETNAMESE | 11 | Decedent race of Vietnamese. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 79 | RACE_OTHER_ASIAN | 11 | Decedent race of Other Asian. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 80 | RACE_OTHER_ASIAN_LIT_1 | 11 | First decedent's race literal specified if the "Other Asian' category is 'Yes.' |
| 81 | RACE_OTHER_ASIAN_LIT_2 | 11 | Second decedent's race literal specified if the "Other Asian' category is 'Yes.' |
| 82 | RACE_NATIVE_HAWAIIAN | 11 | Decedent race of Native Hawaiian. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 83 | RACE_GUAMNIAN_OR_CHAMORRO | 11 | Decedent race of Guamanian or Chamorro. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 84 | RACE_SAMOAN | 11 | Decedent race of Samoan. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 85 | RACE_OTHER_PACIFIC_ISLANDER | 11 | Decedent race of other Pacific Islander. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 86 | RACE_OTH_PAC_ISL_LIT_1 | 11 | First decedent's race literal specified if the "Other Pacific Islander' category is 'Yes.' |
| 87 | RACE_OTH_PAC_ISL_LIT_2 | 11 | Second decedent's race literal specified if the "Other Pacific Islander' category is 'Yes.' |
| 88 | RACE_OTHER | 11 | Decedent race of 'Other.' Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 89 | RACE_OTHER_LIT_1 | 11 | First decedent's race literal specified if the "Other' category is 'Yes.' |
| 90 | RACE_OTHER_LIT_2 | 11 | Second decedent's race literal specified if the "Other' category is 'Yes.' |
| 91 | NOT_SPANISH_HISPANIC_LATINO | 10 | Decedent is not of Hispanic origin. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 92 | MEXICAN_MEXICANAMERICAN_CHICANO | 10 | Decedent's Mexican, Mexican American, or Chicano Hispanic origin. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 93 | PUERTO_RICAN | 10 | Decedent's Puerto Rican Hispanic origin. Values will be:<br>Y = Yes; N = No; U = Unknown. |
| 94 | CUBAN | 10 | Decedent's Cuban Hispanic origin. Values will be:<br>Y = Yes; N = No; U = Unknown. |

## *Data Dictionary for Extract from EDRS Case Search*

| Order in File | Field Name | Box No. | Description |
|---|---|---|---|
| 95 | OTHER_SPANISH_HISPANIC_LATINO | 10 | Decedent has another Hispanic origin. Values will be: Y = Yes; N = No; U = Unknown. |
| 96 | PERSON_HISP_OTHER_HISP_LIT_1 | 10 | Literal to describe decedent's Hispanic origin if 'Yes' is specified for 'Other' item. |
| 97 | HISPANIC_UNKOWN_ORIGIN | 10 | Decedent's Hispanic origin is unknown. Values will be: Y = Yes; N = No; U = Unknown. |
| 98 | BIRTH_CITY | 08a | City where decedent was born. |
| 99 | BIRTH_COUNTY | 08a | County where decedent was born. |
| 100 | BIRTH_STATE | 08b | State where the decedent was born. |
| 101 | BIRTH_COUNTRY | 08b | Country where decedent was born. |
| 102 | FA_FIRST_NAME | 19 | First name of decedent's father. |
| 103 | FA_MIDDLE_NAME | 19 | Middle name of decedent's father. |
| 104 | FA_LAST_NAME | 19 | Last name of decedent's father. |
| 105 | FA_SUFFIX | 19 | Suffix of decedent's father. |
| 106 | MO_FIRST_NAME | 20 | First name of decedent's mother. |
| 107 | MO_MIDDLE_NAME | 20 | Middle name of decedent's mother. |
| 108 | MO_MAIDEN_NAME | 20 | Maiden name of decedent's mother. |
| 109 | RES_STREET | 13a | Residence street address of the decedent. |
| 110 | RES_CITY | 13b | City of residence for the decedent. |
| 111 | RES_COUNTY | 13c | County of residence for the decedent. |
| 112 | RES_STATE | 13e | State of residence for the decedent. |
| 113 | RES_COUNTRY | 13e | Country of residence for the decedent. |
| 114 | RES_ZIP_CODE | 13f | Zip code of residence for the decedent. |
| 115 | RES_ADDR_INSIDE_CITY | 13g | Code indicating if residence was inside city limits. Values may be: Y=Yes; N=No; U=Unknown. |
| 116 | RES_TRIBAL_RESV_NAME | 13d | Decedent's tribal reservation (if applicable). |
| 117 | RES_LENGTH_OF | 14 | Length of time the decedent lived at the current address. First digit identifies type of unit. Last two digits identify number of units. Type of unit values may be:<br>0 = Years less than 100<br>1 = Years in range 100-199 (add 100 to the value reported here)<br>2 = Months<br>4 = Days<br>5 = Hours<br>6 = Minutes<br>9 = Unknown |
| 118 | VOID_DATE_TIME | 00 | Date the record was voided in format MM/DD/YYYY. |
| 119 | COD_TEXT1 | 34a | Literal reported in Line a of cause-of-death section of death certificate. |
| 120 | COD_INTERVAL1 | 34a | Interval reported in Line a of cause-of-death section of death certificate. |
| 121 | COD_TEXT2 | 34b | Literal reported in Line b of cause-of-death section of death certificate. |

## *Data Dictionary for Extract from EDRS Case Search*

| Order in File | Field Name | Box No. | Description |
|---|---|---|---|
| 122 | COD_INTERVAL2 | 34b | Interval reported in Line b of cause-of-death section of death certificate. |
| 123 | COD_TEXT3 | 34c | Literal reported in Line c of cause-of-death section of death certificate. |
| 124 | COD_INTERVAL3 | 34c | Interval reported in Line c of cause-of-death section of death certificate. |
| 125 | COD_TEXT4 | 34d | Literal reported in Line d of cause-of-death section of death certificate. |
| 126 | COD_INTERVAL4 | 34d | Interval reported in Line d of cause-of-death section of death certificate. |
| 127 | COD_OTHER_TEXT | 35 | Text reported in 'Other significant conditions contributing to death.' |
| 128 | INJURY_DATE | 41 | Date the injury occurred in format MM/DD/YYYY. Values of '99' indicate unknown parts of the date. |
| 129 | INJURY_HR | 42 | The time the injury occurred in 24-hour military time (0001-2400). Values of 9999 indicate unknown. |
| 130 | INJURY_HR_AM_PM | 42 | The time when the injury occurred. This field will only contain an entry if AM ("A") or PM ("P") was reported but the specific hour of injury was not given. |
| 131 | INJURY_PLACE | 43 | Type of place where the injury occurred. |
| 132 | INJURY_AT_WORK_CODE | 44 | A code indicating whether or not the external injury occurred at work. Code values may be:<br>1 = Yes, injury occurred at work<br>2 = No, injury did not occur at work<br>9 = Unknown if injury occurred at work |
| 133 | INJURY_ADDR | 45 | Address where the injury occurred. |
| 134 | INJURY_CITY_NAME | 45 | City where the injury occurred. |
| 135 | INJURY_COUNTY_NAME | 45 | County where the injury occurred. |
| 136 | INJURY_STATE | 45 | State where the injury occurred. |
| 137 | INJURY_ZIP_CODE | 45 | Zip code where the injury occurred. |
| 138 | INJURY_DESC | 46 | Description of how the injury occurred. |
| 139 | INJURY_TRANSPORT_ROLE | 47 | Code to describe the role of the decedent if a transport injury occurred. Code values may be:<br>1 = Driver<br>2 = Passenger<br>3 = Pedestrian<br>4 = Other<br>8 = Not applicable, not a transport injury<br>9 = Unknown |
| 140 | INJURY_TRANSPORT_ROLE_OTHER | 47 | Literal to describe the role of the decedent during a transport injury if "Other" is reported in INJURY_TRANSPORT_ROLE. |
| 141 | AKA_LAST_NAME1 | 01 | Decedent's first AKA for last name. |
| 142 | AKA_FIRST_NAME1 | 01 | Decedent's first AKA for first name. |
| 143 | AKA_MIDDLE_NAME1 | 01 | Decedent's first AKA for middle name. |

| *Data Dictionary for Extract from EDRS Case Search* | | | |
|---|---|---|---|
| **Order in File** | **Field Name** | **Box No.** | **Description** |
| 144 | AKA_SUFFIX1 | 01 | Decedent's first AKA for suffix. |
| 145 | AKA_LAST_NAME2 | 01 | Decedent's second AKA for last name. |
| 146 | AKA_FIRST_NAME2 | 01 | Decedent's second AKA for second name. |
| 147 | AKA_MIDDLE_NAME2 | 01 | Decedent's second AKA for middle name. |
| 148 | AKA_SUFFIX2 | 01 | Decedent's second AKA for suffix. |
| 149 | AKA_LAST_NAME3 | 01 | Decedent's third AKA for last name. |
| 150 | AKA_FIRST_NAME3 | 01 | Decedent's third AKA for third name. |
| 151 | AKA_MIDDLE_NAME3 | 01 | Decedent's third AKA for middle name. |
| 152 | AKA_SUFFIX3 | 01 | Decedent's third AKA for suffix. |

## *Glossary of Terms*

**Amendment**

Any change made to a death record after being filed for registration with the State Center for Health Statistics.

**Basic Identifiers**

Basic information that must be present in order to create a new death certificate. This includes decedent's:

- Last (and optional First) name
- Date of death
- Gender
- County of death

**BPT**

Burial Transit Permit

**Case ID**

A unique identifier for an EDRS record. Automatically assigned, by the system, when a new EDRS death record is created.

**Certificate Number**

A unique identifier for death certificates assigned by the Center for Health Statistics of the Washington State Department of Health.

**CHS**

Center for Health Statistics

**COD**

Cause of Death

**Coroner**

County elected officer of the peace who investigates by inquest any death not due to natural causes.

**Correction**

Any change made to an EDRS death record before it is filed for registration with the State CHS.

**Death Query**

When the underlying cause of-death is ill-defined (e.g., cardiac arrest, kidney failure, cancer without reporting a primary site) or injury information has not been reported, a query is mailed, to the Medical Certifier of the cause-of-death, requesting more detailed information. Currently, queries are mailed for approximately 8% of all deaths.

**Demographics**

In general, the demographic information is anything other than the Cause-of-Death section. However, throughout the EDRS documentation, demographics refers to all of the death certificate data fields that are located above the Funeral Director's signature.

**Download**

**Drop to Paper**

An action performed on an EDRS death record when any remaining portion of the entry and approval must be done on paper. This action is taken prior to the Deputy Registrar's approval. Treated almost like a paper document except that the EDRS form is retained in the system, with a "Drop to Paper" status. Whenever an EDRS record is "Dropped to Paper", the remainder of the process must be completed on paper.

**DSHS**

Washington State Department of Social and Health Services.

**Edit**

The process used by the EDRS to verify that information meets specified requirements.

**EDRS**

Electronic Death Registration System.

**ENCD**

Early Notification of Childhood Death.

**Funeral Record Specialist**

Personnel in funeral homes who enter demographic data of the decedent.

**Geo-code**

Specialized software that is used to code and/or cross-verify different segments of address information.

**Jurisdiction**

Refers to the authority of a specific user and their role based on the county (and sometimes decedent's residence county) of the death. For example, a Deputy Registrar's authority is for all deaths in their local health jurisdiction. An ME/Coroner's jurisdiction is a specific county. See Record Authorities in Business Rules. Also see LHJ.

**LHJ**

Local Health Jurisdiction

**ME**

Medical Examiner. An appointed public official who investigates by inquest any death not due to natural cause.

**Medical Certifier**

Person authorized to sign for the COD section of the death certificate. This can be a physician authorized to sign a death certificate, medical examiner or coroner.

**Medical Record Specialist**

Personnel in an office of a medical certifier or ME/Coroner who enters COD data.

**NAPHSIS**

National Association for Public Health Statistics and Information Systems.

**Sexton**

Person in charge of a burial place (cemetery or crematory).

**Signing**

Signing of an "electronic" document. A digital signature is a form of electronic signature that works with a public and private key encryption system and a certificate authority to sign an electronic document with a digital signature, you use digital signature software to select the document and enter an authorization code that is unique to your digital signature. It is legally equivalent to a handwritten signature, in signature blocks on death certificate form as authorized by the Washington State Electronic Authentication Act. Paper documents will continue to be signed with a handwritten signature.

**Zip File**

Zip files are single files, sometimes called "archives" that contain one or more compressed files. Zip files make it easy to keep related files together and make transporting, e-mailing, downloading and storing data and software faster and more efficient. The Zip format is the most popular compression format used in the Windows environment, and WinZip is the most popular compression utility.

## *Frequently Asked Questions*

The Washington State Electronic Death Registration System (EDRS) is a browser-based EDRS which uses PureEdge Form front-end as the data entry and digital signature tool. Here are some frequently asked questions when installing the roaming certificate and PureEdge form viewer.

### General Questions

1. **What is a Digital Certificate?** A digital certificate is an electronic credential used to verify the identity of individuals involved in online transactions. Digital certificates are issued within a legal policy and technical framework, known as Public Key Infrastructure (PKI), and provide the confidentiality, data integrity, and non-repudiation required for secure electronic business transactions

2. **What does a digital signature look like?**

   -------BEGIN SIGNATURE------

   IQB1AwUBMVSiA5QYCuMfgNYjAQFAKgL/ZkBfbeNEsbthba4Blrcnjaqbc KgNv+
   a5kr4537y8RCd+RHm75yYh5xxA1ojELwNhhb7cltrp2V7LlOnAelws4S87UX80c
   LBtBcN6AACf11qymC2h+Rb2j5SU+rmXWru+=QFMx

   ------END SIGNATURE------

3. **Can you actually see the signer's handwritten signature?** No, there is no relationship to the signer's handwritten signature. While there is more to it behind the scenes, the visible portion of a digital signature is the signer's name, title and firm name, along with the certificate serial number and the certification authority.

4. **Can a digital signature be forged?** Not likely. It is protected by several layers of highly complex encryption. We like to think that a handwritten signature is unique to the signer and to the pieces of paper which hold it. What if someone produces a good likeness of your handwritten signature? Or, what if on a long contract, someone changes the text of the pages previous to the signature page? In these instances, the signature is valid, but the document has been altered. With digital signatures, forgery is next to impossible – much more difficult than forging a handwritten signature. First, a digital signature is more of a process than just affixing a signature. For example, when the document is "digitally signed," the digital software scans the document and creates a calculation which represents the document. This calculation becomes part of the "digital signature." When the recipient authenticates the signature, a similar process is carried out. The sender's and the receiver's calculations are then compared. If the results are the same, the signature is valid; if they are different, the signature is not valid.

5. **How are Certificates issued?** The process starts when an individual establishes a secure online session to apply for a certificate. During this session, the individual provides personal information that will be independently verified by DST. After an individual's application has been approved by DST, the applicant will receive instructions at home via U.S. mail on how to retrieve their Certificate online. If the application is not approved, the applicant will be notified via mail and may contact DST for further assistance.

6. **What is a Roaming Certificate?** Roaming Certificates provide an additional storage option for Standard Assurance Certificates. Subscribers can use a Roaming Certificate from anywhere on the Internet, much like a Username and Password in other systems, but with all the features and security of a digital certificate.

   Key Features and Benefits of Roaming Certificates

   - Subscribers can access and use their Roaming Certificate from any computer on the Internet
   - Private keys and passwords are never stored on a hard drive or in a database where they can be copied or stolen
   - The Roaming Certificate's private key, used for signing and user authentication, is always protected by a password
   - Users see simple password setup and entry screens, without complex digital certificate installation and configuration processes
   - Roaming Certificates work with standard software programs that use digital certificates

7. **How do I download the Roaming Client?** The roaming client software can only be used with a DST Roaming Certificate. It should not be installed unless you have previously purchased a Roaming Certificate. In order to use your Roaming Certificate on a workstation that does not have the Roaming Client installed, you must perform a small installation process. Please see https://wws2.wa.gov/doh/chs/edrstools/tools.html or assistance.

8. **Who is Transact Washington?** Transact Washington is a secure gateway designed for citizens and businesses that wish to conduct transactions with the State of Washington electronically. The State of Washington has contracted with a company called Digital Signature Trust (DST) to issue licensed digital certificates that can be used in the Transact Washington environment.

9. **Who is Digital Signature Trust?** A trusted third party that issues digital certificates is known as a Certification Authority (CA). Digital Signature Trust (DST) is a certification authority who has signed a master contract with the Department of Information Services and has been licensed by the Office of the Secretary of State to issue digital certificates in accordance with Washington state law and the State of Washington Certificate Policy.

10. **What is a Standard Assurance Level certificate?** This is the level used by the EDRS that is used to digitally sign documents. It provides an electronic means of proving your identity. It also provides you with a high level of security in your online transactions. A digital signature assures the recipient that a message has not been changed in transit and verifies your identity as the sender.

11. **How long does it take to get a digital certificate?** A certificate takes 7-10 business days to be processed and approved, provided that Digital Signature Trust (DST) has all the appropriate paperwork. In addition, high assurance certificates require the submission of a notarized form. Once approved, DST will send a letter with instructions via US mail to the applicant's home address. Once DST mails the letter, delivery time is dependent on the speed of the U.S. Mail system.

12. **Why use a Digital Certificate?** Digital certificates can also be used for digitally signing and encrypting documents, which means that business transactions over the Internet can be completed securely and confidently.

13. **How do I change my electronic signature with DST if I legally change my name?** When you legally change your name, you will want to renew your digital certificate with DST, using your new name.

## Medical Certifier

***(Physicians, Physician Assistants, Advanced Registered Nurse Practitioner, Medical Examiners and Coroners)***

- **Do I need to answer item 37 (Autopsy findings used for cause of death) when item 36 (Autopsy) is "No"?** *When you answer No autopsy, the boxes in item 37 will blank out. When you answer yes to autopsy, the boxes in item 37 will open for your response.*

- **Are there Cause-of-death edits for unlikely underlying causes?** *Cause-of-death edits are modified to only set an "unlikely error when the unlikely term is the only term in the lowest line box.*

- **Who is authorized to sign a death certificate?** *A licensed physician, physicians assistant, advanced registered nurse practioner (ARNP), osteopathic physician, or chiropractor.*

## Funeral Director and Funeral Home Staff

- **Will someone assist me when I enter my first death certificate?** *Staff from the Center and/or the local County will assist you when you let them know when you are ready to enter the information in the EDRS.*

- **Can a secretary or clerk on staff at a funeral home enter the demographics about** the **decedent on the death certificate?** *Yes, a non-licensed funeral home staff person who has a digital certificate may enter death certificate demographic data except for item 33, the "Click here to sign" field. A licensed funeral director who has a digital certificate must sign the death certificate.*

- **Do I need to answer all demographic items before I can route the certificate to a medical certifier?** *No, if you don't have all the information you need for the certificate, you can "Start a New Death Certificate" and enter information about the decedent in the required fields. Then you may route it to the medical certifier for the cause of death completion. Once the certificate is returned to you, you will complete it and then route it on to the local deputy registrar in the county of death. (As long as the deputy registrar is an EDRS participant).*

- **Who is authorized to sign the death certificate?** *A licensed funeral director who has a digital certificate.*

- **Will EDRS wizard take a Canadian postal code?** *Yes, when the address country states Canada, the zip code field will accept letters and numbers and six (6) characters.*

- **What does it mean when I press the "Verify" button for the social security number and I receive a "This Try Timed Out" message?** *This means that the social security administration system is closed. You will need to try again between the hours listed on Page 2 of this guide.*

- **How do I get my death certificate back when the doctor hasn't signed it within two days?** *You can retrieve the death certificate by clicking on your sent cases in EDRS and click on the Case ID number for the record you need.*

### Deputy Registrar

- **Can I correct a death certificate on EDRS before I submit it for filing to CHS?** *When you notice an error before you file the certificate with the Center, you need to route the certificate to the funeral director who signed the certificate. That funeral director must correct the certificate and then return it to the local deputy registrar. If the error was in the "Cause-of Death section, the funeral home must route the certificate to the medical certifier who signed the certificate. The person correcting the record must unsign the record before they can edit the record.*

- **When a child dies before their 18th birthday, do I enter the information at the bottom of the screen about the record for Early Notification of Childhood Death?** *Yes, at the bottom of the screen before you submit the record to CHS, you need to enter the birth certificate number and the type of record.*

- **What do R, O, D, and B mean under type?** *R – Regular; O – Out of State; D – Delayed; B – Foreign-born. You will enter R for regular type in all cases. The Center handles the other types.*

## *Links to Electronic Death Registration System Information*

### *What You Need to Have in Order to Operate EDRS*

1. A Digital Certificate
2. Roaming Client driver installed on your computer
3. PureEdge Form Viewer installed on your computer
4. Register with Transact Washington
5. Meet minimum system requirements for your computer

**If you do not have administrative rights to install the Roaming Client driver or Form Viewer on your computer, you will need to contact your IT professional to assist you.**

**Click here for EDRS User Guide**

**Definition:** The EDRS User Guide is a document that explains the process in completing and filing death certificates through the electronic system. Users are mainly funeral directors, funeral home clerks, physicians, medical examiners and coroners, physician assistants, advanced registered nurse practioners, deputy registrars and staff at the Center for Health Statistics.

**Why Needed:** The User Guide provides written information and answers questions that a User may encounter while entering data or routing the certificate to another EDRS participant such as a funeral director routing the death certificate to a physician or the local registrar.

**Click here for Instructions to Getting started with your Digital Certificate**

**Definition:** A digital certificate is a convenient, time-saving way of authenticating electronic documents and establishes that the person who signs the document is the actual person they claim to be. Digital signatures are issued within a legal policy and technical framework. These instructions provide the steps you need to take to obtain your digital certificate.

**Why Needed**: All EDRS Users will need a digital certificate to gain access to EDRS. Clerks in the funeral homes and physician offices will need a digital certificate to get in the system to enter data about the decedent but will not sign the certificate. Only licensed funeral directors and medical certifiers and local deputy registrars will have authority to sign the death certificate.

**Click here for Roaming Certificate Client Driver**

**Definitions: Roaming Certificate**
A type of digital certificate that uses DST's Roaming Solution to store and manage the subscriber's private key. The private key associated with a Roaming Certificate is not stored on a particular computer. Rather, it is accessible temporarily during an online session facilitated by the Roaming Client. This means that Roaming Certificate holders have the ability to access and use their Roaming Certificates from any computer with the Roaming Client installed. A Roaming Certificate is always protected by a password.

**Roaming Client**
A software tool that is installed on the computer used by a subscriber who holds a Roaming Certificate. The Roaming Client will prompt the subscriber to enter a password whenever the subscriber wants to use the certificate to digitally sign or log in to a website that requires user authentication.

**Roaming Password**
The password you enter into the Roaming Client software when you use your Roaming Certificate to digitally sign or log in to a secure website that requires user authentication. You must protect the secrecy of your Roaming Password at all times, because it forms part of the private key that uniquely identifies you in the process of signing or user authentication.

**Why Needed:** You need to install this to have access to EDRS and to sign the death certificate. Clerks at funeral homes and medical facilities need to install this on their computer if they are entering death certificate data on EDRS but will not have authority to sign the certificate.

**Click here for PureEdge Viewer 6.20 Instructions**

**Definition:** PureEdge Viewer is an electronic document format that allows the User to see a document on one screen.

**Why Needed:** The PureEdge Viewer provides the death certificate form to appear on your EDRS screen so you can see all data entered and is the place where funeral directors, medical certifiers and deputy registrars sign the certificate.